

BEST PRACTICE CATALOG

Project Title: **KEY FUNCTION PROCESS MANAGEMENT TEAM STRUCTURE**

Function Category: ☐ PATIENT-FOCUSED ☒ ORGANIZATION ☐ STRUCTURES

Subcategory: **Leadership**

Heading: **Integrating and Coordinating Services**

Key Word(s): **Leadership**

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Hospital: **Atascadero State Hospital**

Purpose: Create a hospital management structure whereby all facets (key functions) of hospital operation are systematically reviewed by interdisciplinary teams and reported to executives and administrators.

Brief Description: Atascadero State Hospital has interdisciplinary process management teams (PMT) for each of the JCAHO Key Functions: (*=Atascadero State Hospital established 2 additional Key Function PMT's)

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|------------------|--------------------|------------------------|-----------------------|
| •Assessment | •Patient Rights | •Patient/Family Edu. | •Environment of Care |
| •Human Resources | •Infection Control | •Care of the Patient | •Performance Improve. |
| •Leadership (QC) | •Continuum of Care | •Mngmnt of Information | •Forensic Services* |
| •Security* | | | |

Selection Basis/Criteria: The teams are knowledgeable about the hospital's compliance to the JCAHO standards for that key function. They collect data on how well that function is performed throughout the hospital and identify opportunities for improvement. The teams report their findings and progress each quarter to hospital executives and meet with the Quality Council for an annual presentation. The teams also give input to the process of the annual strategic planning offsite helping to ensure comprehensive participation in the formation of the hospital's strategic plan.

The following items are available regarding this Best Practice:

☐ Photographs ☐ Video Tape ☐ Drawings ☐ Manual

☒ Other : **Policies/Procedures, Flow Diagrams**

DATE SUBMITTED: **October 20, 1998**